Montana Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

ANNUAL DATA COLLECTION 2010-11
TABLE OF CONTENTS

DUE DATES:
To County Superintendents: Tuesday, 10/26/2010
To Office of Public Instruction
**   Accreditation Division: Tuesday, 11/02/2010**

This Table of Contents lists all the forms (electronic and hardcopy) required to complete this year's Annual Data Collection (ADC). With the exception of the Nonpublic School Enrollment form, the Authorized Signatures and Checklist, and the Principal and Teacher Evaluation, all forms must be completed electronically via the Citrix Portal https://citrix.mt.gov/vpn/index.html. These data are being gathered to meet reporting requirements for the Montana Legislature, the Board of Public Education, and the Office of Public Instruction. The information will be used for accreditation purposes, special education purposes, statewide education profile, federal reporting, and other reporting purposes. Montana statutes require that schools be accredited in order to receive state funding. Carefully note the items listed below and their reporting levels.

To be completed by COUNTY SUPERINTENDENTS for the 2010-11 school year and returned to the OPI.		
Form Name	**Report Level**	**Description**
• Nonpublic School Enrollment (Hardcopy)	County	County Superintendents complete and return to the OPI, M&A.
• Submit (Electronic)	County	County Superintendents Submit all Districts in County.
• Authorized Signatures and Checklist (Hardcopy; available in ADC, Reports)	County	County Superintendents complete, return to the OPI, Accreditation.

To be completed by SPECIAL EDUCATION COOPERATIVES for the 2010-11 school year and returned to the OPI.		
Form Name	**Report Level**	**Description**
• Coop Authorized Signature and Checklist (Hardcopy; available in ADC, Reports)	SE Coop	Authorized signature and checklist to confirm complete submittal.
• Special Education Coop Staff Assignments (Electronic)	SE Coop	Assignment of special education cooperative personnel.
• Personnel Recruitment Report (Electronic)	District	Yearly survey on recruitment of personnel.

↰Required School System/District/School forms on reverse.

08/10

Form Name (electronic unless otherwise stated)	Report Level	Description
To be completed at the SYSTEM, DISTRICT or SCHOOL LEVEL for the 2010-11 school year and submitted to the OPI.		
School Instructional Hours	School	Report of pupil instruction time and days.
Staff Assignments	School & District	Report assignment of district/school personnel.
Accreditation Data	School	Report regarding compliance with accreditation standards.
Pupil Instruction-Related Days	School	Report of the first and last day pupils attend school and pupil instruction-related days (PIR).
Alternative Education Programs	School	Report of alternative education programs to serve at-risk students.
Indian Education	School & District	Report of school and district efforts to implement the requirements of MCA 20-1-501 and Indian student achievement.
Technology: Computers and Connectivity Report	School	Report to assist OPI in planning future staff development and technical assistance delivery options across the state.
Highly Qualified Teacher	School	Report highly qualified teacher status for core content area assignments.
Technology Integration Report	District	Report full integration of technology into the district curriculum.
Personnel Recruitment Report	District	Yearly survey on recruitment of personnel.
Distance Learning	District	Information about use and delivery of distance, online, and technology-delivered learning.
Testing Coordinators	District	This person is responsible for the successful communication, coordination, and execution of spring CRT testing.
Homeless Liaison	District	This person coordinates services to ensure homeless children and youth enroll in school and have the opportunity for academic success.
Dual Enrollment Opportunities	District	Report identifies districts that provide dual enrollment/credit opportunities and gathers information about these programs.
Authorized Signature and Checklist – Hard copy	District	Administrators' signatures confirm complete ADC submittal
Principal Teacher Evaluation http://keysurvey.mt.gov/PrincipalTeacherEval.html	School System	Collection of information about how school systems evaluate principals and teachers.
Submit	School, District, & County	

08/10